

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 1115

PAGE  
NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

STATE UNIVERSITIES AND COLLEGES FROSTBURG STATE COLLEGE		CHEMISTRY
AGENCY		DIVISION
Item No.	Description	Retention
1.	<u>General Correspondence</u>  Subject arrangement of original incoming, copies of outgoing letters, memoranda, reports, meeting minutes, directives, studies, policies and other miscellaneous papers relative to this office.	Screen annually. Destroy material over three years old which has no further value. Materials which illustrate policy procedures and development of the department and college are to be transferred to the history file for permanent retention.
2.	<u>Course Schedules and Syllabi</u>  Lists of all courses offered by the department each semester and an outline or brief statement of the main point of text, lecture, and course of study for each course offered by the department.	Retain for three years, then destroy.

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

1-15-87

Date

*B. Betty Williams*  
Signature

Director of  
Administrative  
Services  
Title

*3/6/87*  
Date

*Edward J. [Signature]*  
State Archivist

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

AGENCY RECORDS INVENTORY

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- |  |  |
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| 1. Department<br>STATE UNIVERSITIES AND COLLEGES | 2. Division<br>FROSTBURG STATE COLLEGE |
|  | 3. Unit<br>CHEMISTRY                   |
4. Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)

Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).)

General Correspondence - Subject arrangement of original incoming, copies of outgoing letters, memoranda, reports, meeting minutes, directives, studies, policies and other miscellaneous papers relating to this office.

(Note: Use a separate inventory sheet for each Record Series)

- |   |  |
|---|--|
| 5. Present Volume on Hand (No. of file drawers)<br>5  | 7. Audit Requirements<br>State <input type="checkbox"/><br>Federal <input type="checkbox"/> Internal <input type="checkbox"/><br>Independent <input type="checkbox"/> External <input type="checkbox"/>  |
| 6. Estimated Accumulation (Yearly)<br>1/2   |  |
| 8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly). )<br>Current Year <input checked="" type="radio"/> H <input type="radio"/> M <input type="radio"/> L<br>After 1. Yr. <input checked="" type="radio"/> H <input type="radio"/> M <input type="radio"/> L After what year does activity become LOW <u>2</u> years |  |
| 9. Could Record Series be stored in the State Records Center.<br>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/><br>When: _____   | 10. Recommended Retention: Screen annually. Destroy material over 3 years old which has no further value. Materials which illustrate policy, procedures and development of the department and college are to be transferred to the history file for permanent retention. |
| 11. Inventory prepared by <u>Wendy Murphy</u> Date: <u>1/15/87</u><br>(Print Name)  |  |
| Telephone Number: <u>689-4298</u>   |  |

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Records Management Division

AGENCY RECORDS INVENTORY

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1. Department STATE UNIVERSITIES AND COLLEGES	2. Division FROSTBURG STATE COLLEGE 3. Unit CHEMISTRY
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9. Could Record Series be stored in the State Records Center. YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	10. Recommended Retention: Retain for three years, then destroy.
11. Inventory prepared by <u>Wendy Murphy</u> Date: <u>1/15/87</u> (Print Name)	
Telephone Number: <u>689-4298</u>	